

## COSAF Council Expectations and Participation

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- Attend regular Council meetings, held every other Friday, 11:30 am – 1:00 pm.
  - Lunch is provided at each meeting.
  - There will be no meetings over Winter and Spring breaks.
  - During the month of April, meetings will be held *every* Friday.
  - Meeting schedule is provided in your Resource Manual.
    - Please reference [cosaf.ucdavis.edu](http://cosaf.ucdavis.edu) for the most up to date meeting schedule.
  
- Meetings
  - **Sign-in** and **sign-out** on the roster provided at each meeting.
  - **COSAF Resource Manual**. Update with new materials and bring to each meeting.
  - Respectfully challenging items is appropriate and expected of Council members.
  - It is your money being spent and allocated and you should understand and provide input on the fees that you and the other 30+,000 students you represent are paying.
  - Asking questions is the best way to ensure you fully understand the work of the council.
  - Asking questions is very welcome.
  - Being a change agent- A change agent is a person from inside or outside the organization who helps an organization transform itself by focusing on such matters as organizational effectiveness, improvement and development. Members of COSAF can be change agents for the greater good of our campus.
  - If you are unable to attend a meeting, please notify the following COSAF staff (in advance if possible):
    - Sheila Bird, [shebird@ucdavis.edu](mailto:shebird@ucdavis.edu)
    - Carly Ortiz-Lytle, [colytle@ucdavis.edu](mailto:colytle@ucdavis.edu)
    - Edgar Garcia, [eedgar@ucdavis.edu](mailto:eedgar@ucdavis.edu)
  
- For hourly paid members, it is your responsibility to keep track of your hours and submit a bi-weekly timesheet on-line or a monthly paper timesheet.  
*(More details to follow on the **Payroll Process** handout)*
  
- In addition to attending regular Council meetings, each member will be asked to join one of the following external committees:
  - Health Fee Oversight Committee
  - Student Health Insurance Program Committee
  - The Green Initiative Fund Grants Committee
  - COSAF Subcommittee: Student Services Fee
  - COSAF Subcommittee: Student Programming Fund
  - COSAF Subcommittee: Dean Witter & Student Development Funds

*(More details to follow on **External Committees** handout)*